

Vantagepoint Payroll Deduction Roth IRA Account Application Instructions



ICMA RETIREMENT CORPORATION

Carefully read the instructions before completing the attached application. You may find it helpful to detach this instruction sheet and refer back to it when you are completing the application. Please print legibly in blue or black ink.

If you need any assistance in completing this application, please call Investor Services at 1-800-669-7400.

Please mail the completed application to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010.**

To ensure that your payroll deduction contributions begin, you must also complete the attached *Vantagepoint Payroll Deduction Roth IRA Authorization Form* and promptly return it to your employer.

Roth IRA Information

For a more complete description of Roth IRAs and to determine your eligibility to participate in them, read the *Vantagepoint IRA* brochure. The *Custodial Account Agreement* and *Disclosure Statement* also contain important information.

Roth IRAs are funded with annual non-deductible (after-tax) contributions of up to a specified dollar limit (see chart below). Earnings on Roth IRA assets may be distributed tax-free, provided they are not withdrawn until after the contributions have been in the account for five years from the date of your first Roth IRA contribution or conversion and certain other requirements are met.

Dollar Limits for IRA Contributions

| Year | Contribution Limit |
|-----------------|--------------------|
| 2002-2004 | \$3,000 |
| 2005-2007 | \$4,000 |
| 2008 and after* | \$5,000 |

* The limit will be indexed to inflation thereafter in \$500 increments.

If you are age 50 or older, you may make additional annual catch-up contributions to your IRA each year. The dollar limits for IRA catch-up contributions are as follows:

| Year | Catch-up Limit |
|----------------|----------------|
| 2002-2005 | \$500 |
| 2006 and after | \$1,000 |

Please note that your **aggregate** contributions to both a Traditional and a Roth IRA cannot exceed the specified dollar limit in any given year.

Payroll deduction contributions are applied towards the tax year of the applicable pay period. Prior year contributions may be made up until your tax return date (normally April 15) of the following calendar year. To make a contribution for the prior year or to contribute additional funds for the current year outside of the payroll deduction process, please send a check (**made payable to Vantagepoint Transfer Agents**) and accompanying contribution coupon or instructional letter to **Vantagepoint Transfer Agents, P.O. Box 170101, Baltimore, MD 21297-1010.**

You may not establish a Vantagepoint Payroll Deduction Roth IRA for your spouse. However, if you would like to make spousal IRA contributions, please contact our Investor Services Staff at 1-800-669-7400 and request our *Vantagepoint Traditional & Roth IRA Enrollment Package*.

Section 1: Personal Information

Please complete the entire section. **All the information in this section is required to establish your Vantagepoint IRA.** Please indicate your employer's name in the space provided.

If you wish to establish a separate non-payroll deduction Vantagepoint IRA, you should not use this application. Instead, please contact Investor Services at 1-800-669-7400.

To ensure that your payroll deduction contributions begin, you must also complete the attached *Vantagepoint Payroll Deduction Roth IRA Authorization Form* and promptly return it to your employer.

Please note: Federal Law allows the use of a P.O. Box only in conjunction with a street address. P.O. Boxes alone are not permitted under the USA Patriot Act.

Section 2: Contribution Investment Allocation

All contributions will be allocated according to this standing investment allocation until changed via VantageLine, VantageLink or an Investor Services associate.

You may allocate your contributions to any combination of available funds. **If you do not specify a standing contribution investment allocation your contributions will be invested in the Vantagepoint Money Market Fund.** In addition, if the allocation total does not add up to 100 percent or if an invalid fund is indicated, the amount that cannot be properly allocated will be invested in the Vantagepoint Money Market Fund. Investment in a money market fund is neither insured nor guaranteed by the U.S. Government. There is no assurance that a money market fund will be able to maintain a stable net asset value of \$1.00 per share. Please read the prospectus carefully prior to investing any money.

Section 3: Beneficiary

Your designation of beneficiary tells us who should receive the accumulated value of your Vantagepoint IRA if you die before full distribution of your IRA. If no primary beneficiary lives longer than you, the benefits will be paid to your named contingent beneficiaries. For example, a married Vantagepoint IRA holder with children might name his/her spouse as the primary beneficiary and the children as contingent beneficiaries. **If none of your named beneficiaries are living or you do not name a beneficiary, the proceeds will be paid to your surviving spouse, and in the absence of a surviving spouse, to your estate. If you live in a community property state, please check with your financial adviser before completing this section. Please Note:** If a Social Security Number is not provided and/or we cannot locate the named beneficiary, the Vantagepoint IRA balance will be paid to your surviving spouse if he/she can be located, or if no surviving spouse can be located, to your estate.

Use whole percentages (e.g., 50 percent, not 33 1/3 percent) to designate your beneficiaries. If whole percentages are not given, any fractions will be applied to the first listed beneficiary in the applicable category (e.g. primary or contingent).

Section 4: Customer Information Verification

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW VANTAGEPOINT IRA – To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

What this means for you? When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you.

We also are required to verify your identity through documents that you provide us. **PLEASE EITHER SUBMIT A COPY OF ONE OF THE FOLLOWING DOCUMENTS WITH THIS APPLICATION OR SEND TO US WITHIN 30 DAYS:**

- An unexpired Driver's License
- An unexpired Passport
- Any unexpired government-issued identification evidencing nationality or residence and bearing a photograph

PLEASE SEND THESE DOCUMENTS TO:

By Mail: Vantagepoint Transfers Agents, LLC, P.O. Box 17010, Baltimore, MD 21297-1010

By e-mail: SPT@icmarc.org

By facsimile: 202-962-4601 (Attn: Special Products Team)

FAILURE TO PROVIDE THESE DOCUMENTS AS REQUIRED BY FEDERAL LAW WILL RESULT IN YOUR ACCOUNT BEING CLOSED WITH ALL INVESTMENTS BEING REDEEMED AT THE TIME OF CLOSURE AND THE PROCEEDS MAILED TO YOU. ICMA-RC WILL NOT BE RESPONSIBLE FOR ANY TAX CONSEQUENCES RESULTING FROM YOUR FAILURE TO COMPLY WITH THIS REQUEST. PLEASE SEE ICMA-RC'S PRIVACY POLICY AS IT PERTAINS TO THE PATRIOT ACT. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT AN IRA INVESTOR SERVICES REPRESENTATIVE AT 1-800-669-7400.

Section 5: Signature

Once you have completed this form, please sign and return it in the enclosed envelope, or mail it in your own envelope to Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010. Please keep a copy of the completed application for your files.

You must also promptly return a completed copy of the *Vantagepoint Payroll Deduction Roth IRA Authorization Form* to your employer.

Any resident of a community property state (AZ, CA, ID, LA, NV, NM, TX, WA, or WI) who is married should obtain his or her spouse's consent to designate a primary beneficiary other than his or her spouse.

By signing this application you acknowledge the following:

I have received and read the *Vantagepoint Roth IRA Custodial Account Agreement and Disclosure Statement* and agree to be bound by the terms of the Custodial Agreement of which the application is a part.

I hereby adopt the Vantagepoint IRA as indicated in Section 1 of this application, appointing Investors Bank and Trust Company as Custodian, and ICMA-RC Services or its affiliates to perform the administrative services.

I hereby acknowledge that all payroll deduction contributions will be applied toward contributions for the year corresponding to the actual payroll date.

I hereby consent to allowing ICMA-RC Services to only provide my employer with such account information that is necessary to reconcile its payroll deduction submittals.

I have received and read the current Vantagepoint Funds Prospectus.

ICMA-RC Services has established required procedures for Internet and telephone transfers that include personal identification numbers, recording of instructions, and written confirmations. In the event I choose to transfer funds by Internet or telephone I agree that neither the Custodian nor ICMA-RC Services nor their affiliates, will be liable for any loss, cost, or expense for acting upon any Internet or telephone instructions believed by them to be genuine and in accordance with the required procedures.

I hereby agree to indemnify the Custodian and ICMA-RC Services (their agents, affiliates, successors and employees) from any liability with respect to distributions from my Vantagepoint IRA.

As required by law and under penalty of perjury, I certify that the Social Security Number (Taxpayer Identification Number) I provided for myself is correct.

I waive the right to revoke this IRA and certify that I received, read and agreed to the *Vantagepoint Roth IRA Custodial Account Agreement and Disclosure Statement* at least seven days prior to signing this application.

Vantagepoint Payroll Deduction Roth IRA Account Application



ICMA RETIREMENT CORPORATION

1 Personal Information (All information must be completed)

| | | | |
|---|---------------------------------|--|-----------|
| Name (Last, First and Middle Initial) | | Mailing Address (Use of P.O. Box also requires Street Address) | |
| Social Security Number ____ _ - ____ _ - ____ _ | | City | State Zip |
| Home Phone Number (301) ____ _ - ____ _ - ____ _ | | Work Phone Number (015) ____ _ - ____ _ - ____ _ | |
| Date of Birth ____ _ - ____ _ - ____ _ | Gender ____ Female ____ Male | Marital Status ____ Married ____ Single | |
| I am establishing a Vantagepoint Roth IRA (<u>7</u> <u>0</u> <u>5</u>) in the Payroll Deduction Plan for: | | | |
| Employer Name _____ | | | |

2 Contribution Investment Allocation

All contributions (initial and future) will be allocated according to this standing allocation until changed via VantageLine, VantageLink or an Investor Services associate.

If you do not specify a standing contribution investment allocation, your contributions will be invested in the Vantagepoint Money Market Fund. In addition, if the allocation total does not add up to 100 percent or if an invalid fund is indicated, the amount that cannot be properly allocated will be invested in the Vantagepoint Money Market Fund.

| ALLOCATION | | | |
|--------------|---------|------|---------|
| Code | Percent | Code | Percent |
| | | | |
| | | | |
| | | | |
| TOTAL = 100% | | | |

Use whole percentages (e.g., 50 percent, not 33 1/3 percent). Fill in the boxes at right with codes of the fund(s) in which you want to invest.

Please refer to the *Payroll IRA/Education Savings Account Fund Option Sheet* for a list of available funds and codes.

3 Beneficiary Designation

I hereby designate the person(s) named in Section A below as primary beneficiary(ies) to receive payment of the value of my Vantagepoint IRA upon my death. If there is no primary beneficiary living at the time of my death, the balance is to be distributed to the contingent beneficiary(ies) I designate in Section B. Payment to beneficiaries will be made according to rules of succession described in the applicable *Vantagepoint Individual Retirement Account Disclosure Statement*. If you need more space, please attach a separate piece of paper. (Note - Residents of community property states should consult a financial adviser.)

Section A: Primary Beneficiary(ies)

| First Name (If trust, please give name, address, and trustee's name.) | M.I. | Last Name | Share (whole percentages) | Social Security or Employer Identification Number (for nonindividual beneficiaries) | Date of Birth/ Date of Trust | Beneficiary is: | | |
|--|------|-----------|------------------------------|---|---------------------------------|-----------------|-------|-------|
| | | | | | | Spouse | Other | Trust |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |

Section B: Contingent Beneficiary(ies)

| | | |
|----|--|------------|
| | | Total=100% |
| 1. | | |
| 2. | | |
| | | Total=100% |

4 Customer Information Verification


Please read the attached instructions for Section 4 prior to completing this Section. Please select one:

- ☐ I have attached a copy of the required identification document.
- ☐ I will submit the required identification document to ICMA-RC within 30 days.
- ☐ ICMA-RC Representative: _____
- | Type of ID | ID Number | Retirement Plans Specialist Name | Rep Code |
|------------|-----------|----------------------------------|----------|
|------------|-----------|----------------------------------|----------|

Failure to provide these documents as required by federal law will result in your account being closed with all investments being redeemed at the time of closure and the proceeds mailed to you. ICMA-RC will not be responsible for any tax consequences resulting from your failure to comply with this request. Please see ICMA-RC's Privacy Policy as it pertains to the Patriot Act. If you have any questions or concerns, please contact an IRA Investor Services Representative at 1-800-669-7400.

5 Signature

I acknowledge that I have read and agreed to the disclosure in the instructions.

| | |
|--|-----------------------------|
| X _____ Your Signature | _____ Date |
| X _____ Your Spouse's Signature (if resident of a community property state) | _____ Date |
|  _____ ICMA-RC Services for the Custodian | _____ Secretary Title |

Vantagepoint Payroll Deduction Roth IRA Authorization Form Instructions



ICMA RETIREMENT CORPORATION

Use this form to authorize your employer to deduct money directly from your paycheck to be invested in a Vantagepoint Roth IRA. Please print legibly in blue or black ink.

Once you have completed this form, please submit it directly to your employer and keep a copy for your files. In addition, if you are establishing a new Vantagepoint Payroll Deduction Roth IRA account, please also complete the attached *Vantagepoint Payroll Deduction Roth IRA Account Application* and promptly return it in the enclosed envelope, or mail in your own envelope to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010**. Please keep a copy of the completed application for your files.

Section 1: Personal Information

Please complete the entire section.

Please indicate if this is a new payroll deduction or a change to your current deduction.

If you are establishing a new Vantagepoint Payroll Deduction Roth IRA account, you must also complete the attached *Vantagepoint Payroll Deduction Roth IRA Account Application* and promptly return it in the enclosed envelope, or mail in your own envelope to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010**.

Section 2: Amount of Payroll Deduction

Roth IRAs are funded with annual non-deductible (after-tax) contributions of up to a specified dollar limit (see chart below). Earnings on Roth IRA assets may be distributed tax-free, provided they are not withdrawn until after the contributions have been in the account for five years from the date of your first Roth IRA contribution or conversion and certain other requirements are met.

Dollar Limits for IRA Contributions

| Year | Contribution Limit |
|-----------------|--------------------|
| 2002-2004 | \$3,000 |
| 2005-2007 | \$4,000 |
| 2008 and after* | \$5,000 |

* The limit will be indexed to inflation thereafter in \$500 increments.

If you are age 50 or older, you may make additional annual catch-up contributions to your IRA each year. The dollar limits for IRA catch-up contributions are as follows:

| Year | Catch-up Limit |
|----------------|----------------|
| 2002-2005 | \$500 |
| 2006 and after | \$1,000 |

Please note that your **aggregate** contributions to both a Traditional and a Roth IRA cannot exceed the specified dollar limit in any given year.

For a more complete description of Roth IRAs and your eligibility to participate in them, please read the *Vantagepoint IRA brochure*. The *Roth IRA Custodial Account Agreement* and *Disclosure Statement* also contain important information.

Please check with your employer to determine the frequency and timing of payroll deduction contributions.

Payroll deduction contributions are applied towards the tax year of the applicable pay period. Prior year contributions may be made up until your tax return date (normally April 15) of the following calendar year. To make a contribution for the prior year or to contribute additional funds for the current year outside of the payroll deduction process, please send a check (**made payable to Vantagepoint Transfer Agents**) and accompanying contribution coupon or instructional letter to **Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010**.

You may not establish a Vantagepoint Payroll Deduction Roth IRA for your spouse. However, if you would like to make spousal IRA contributions, please contact our Investor Services Staff at 1-800-669-7400 and request our *Vantagepoint Traditional and Roth IRA Enrollment Package*.

Section 3: Signature

Once you have completed this form, please sign and submit it directly to your employer. Please keep a copy of the form for your files. **In addition, if you are establishing a new Vantagepoint Payroll Deduction Roth IRA account, you must also complete the attached *Vantagepoint Payroll Deduction Roth IRA Account Application* and promptly return it in the enclosed envelope, or mail in your own envelope to Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010. Please keep a copy of the completed application for your files.**

By signing this application you acknowledge the following:

I hereby acknowledge that in the situation where my employer has submitted contributions on my behalf and ICMA-RC Services has not received my *Vantagepoint Payroll Deduction Roth IRA Account Application*, this authorization form cannot be used to establish my account. I must complete the application form, or otherwise my contributions will be returned to my employer for distribution to me.

I have received and read the *Vantagepoint Roth IRA Custodial Account Agreement* and *Disclosure Statement* and agree to be bound by the terms of the Custodial Agreement of which the application is a part.

I hereby acknowledge that all payroll deduction contributions will be applied toward contributions for the year corresponding to the actual payroll date.

I hereby consent to allowing ICMA-RC Services to only provide my employer with such account information that is necessary to reconcile their payroll deduction submittals.

I have received and read the current Vantagepoint Funds Prospectus.

ICMA-RC Services has established required procedures for Internet and telephone transfers that include personal identification numbers, recording of instructions, and written confirmations. In the event I choose to transfer funds by Internet or telephone I agree that neither the Custodian nor ICMA-RC Services nor their affiliates, will be liable for any loss, cost, or expense for acting upon any Internet or telephone instructions believed by them to be genuine and in accordance with the required procedures.

I hereby agree to indemnify the Custodian and ICMA-RC Services (their agents, affiliates, successors and employees) from any liability with respect to distributions from my Vantagepoint IRA.

As required by law and under penalty of perjury, I certify that the Social Security Number (Taxpayer Identification Number) I provided for myself is correct.

I waive the right to revoke this IRA and certify that I received, read and agreed to the *Vantagepoint Roth IRA Custodial Account Agreement* and *Disclosure Statement* at least seven days prior to signing this application.

Vantagepoint Payroll Deduction Roth IRA Authorization Form



ICMA RETIREMENT CORPORATION

- Use this form to authorize your employer to deduct money directly from your paycheck to be invested in a Vantagepoint Roth IRA.
- Read the attached instructions before completing this form. Please print legibly in blue or black ink.
- Once you have completed this form, please submit it directly to your employer and keep a copy for your files. In addition, if you are establishing a new Vantagepoint Payroll Deduction Roth IRA account, you must also complete the attached *Vantagepoint Payroll Deduction Roth IRA Account Application* and promptly return it in the enclosed envelope, or mail it in your own envelope to Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010. Please keep a copy of the completed application for your files.
- Employers should not mail this form to ICMA-RC, but rather should retain for their records.

1 Personal Information

| | |
|---|--|
| Name (Last, First and Middle Initial) | Address |
| Social Security Number ____ - ____ - ____ | Street _____ City _____ State _____ Zip Code _____ |
| Date of Birth ____ / ____ / ____ Month Date Year | Work Phone Number (____) ____ - ____ Area Code |
| Check one: <input type="checkbox"/> This is a new payroll deduction. (Please also complete the attached <i>Vantagepoint Payroll Deduction Roth IRA Account Application</i> and promptly return it in the enclosed envelope or mail it in your own envelope to Vantagepoint Transfer Agents, P.O. Box 17010, Baltimore, MD 21297-1010.) <input type="checkbox"/> This is a change to my current deduction. | |

2 Amount of Payroll Deduction

Until further notice is provided to my employer, I authorize my employer to deduct \$_____ from my salary each pay period to be invested into my Vantagepoint Payroll Deduction Roth IRA account.

3 Signature

I acknowledge that I have read and agree to the disclosure in the instructions.

Your Signature

Date